

# **Automation Setup**

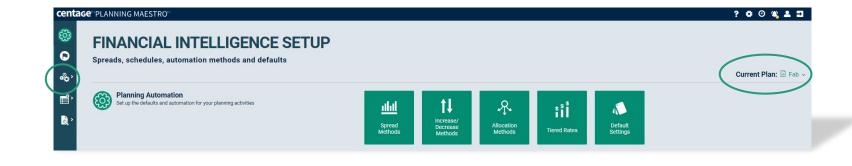
- The FIS section is where a user can create the backend details and dropdowns that will be used in the budget.
- Planning Automation will assist in the P&L Build
- Balance Sheet Automation will assist in building the balance sheet from the P&L budget build
- Data Tools assist in bulk movement of data

#### **Automation Setup**



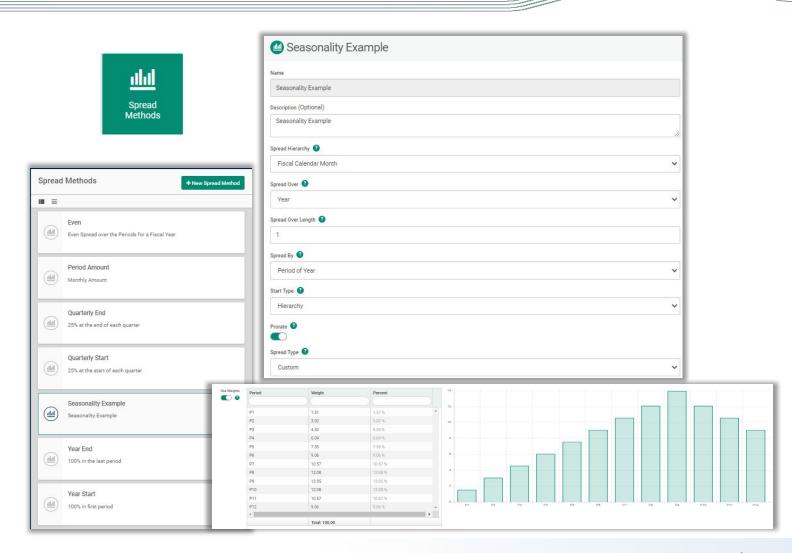
# **Planning Automation**

- Spread Method: A schedule for spreading an amount over a designated period
- Increase/Decrease Methods: A schedule that can be built globally to increase/decrease multiple lines at one time
- Allocation Methods: Allows a value to be spread across a dimension other than time
- Tiered Rates: A schedule for handling multiple rates with tiered levels of data
- Default settings: An area that all the "basic" settings for the tool can be set



### Spread Methods

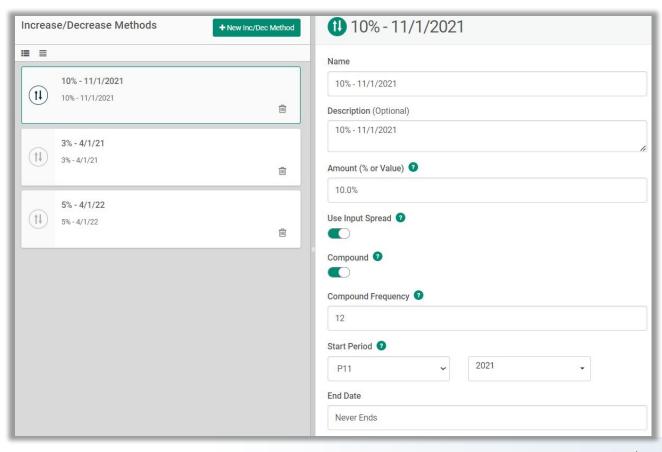
- Spread methods are schedules for spreading an amount over a designated period
- The system comes preloaded with spread methods
  - Even (spreads yearly amt even)
  - Period Amount (per period)
  - Quarterly End, Start (Spreads yearly amount in quarters)
  - Year End, Start (Spreads yearly amount in quarters)
- Spread Methods can be added/customized based on required spreads for the budget
- To add a Spread Method, click on + New Spread Method icon at the top of the page



# Increase/ Decrease Methods

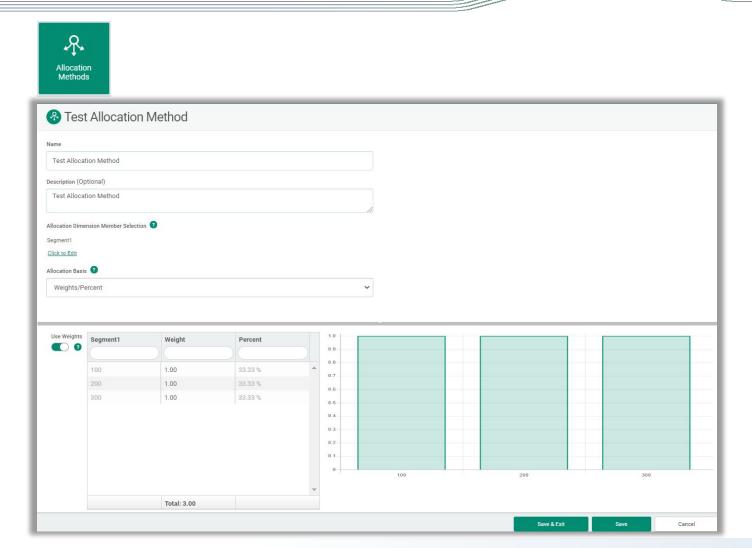
- An increase or decrease method can be created for any data projections that utilize an Amount and Spread in the budget build
- Inc/Dec method can be created globally (through FIS) or locally at the line
- Inc/Dec method can be created with a value or a percentage (noted by the % sign)
- Inc/Dec method can be created to be a compound, meaning it can be repeated based on the frequency
- Inc/Dec method has a specific start date, it can have an end date or left as Never ends





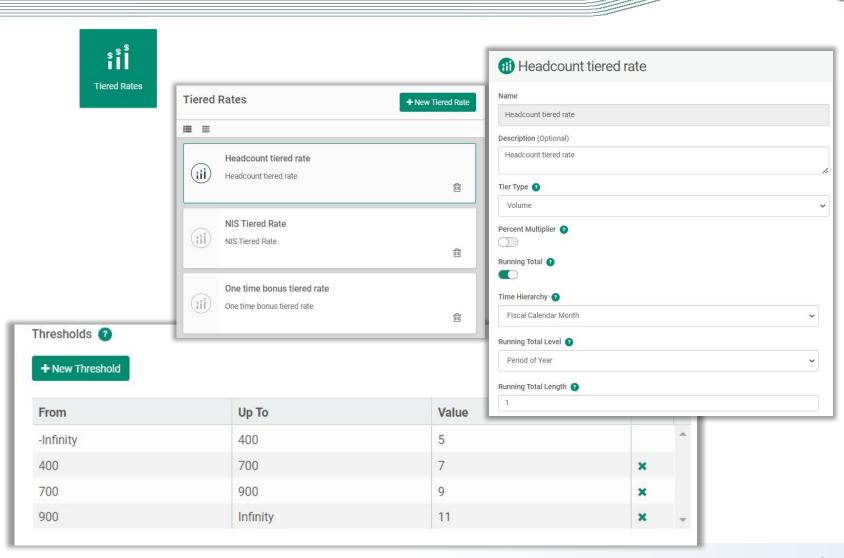
### **Allocation Methods**

- Allocation Methods assist a user in pushing costs from one data projection in the tool to many based on changing one or more dimensions
- Allocations can be built with multiple dimensions and attached to any line in OpEx, Revenue or Personnel
- Allocations are viewed in the module when the filter is on allocated Level or in a PM report
- Allocations are applied fully when running an Analytics Reports



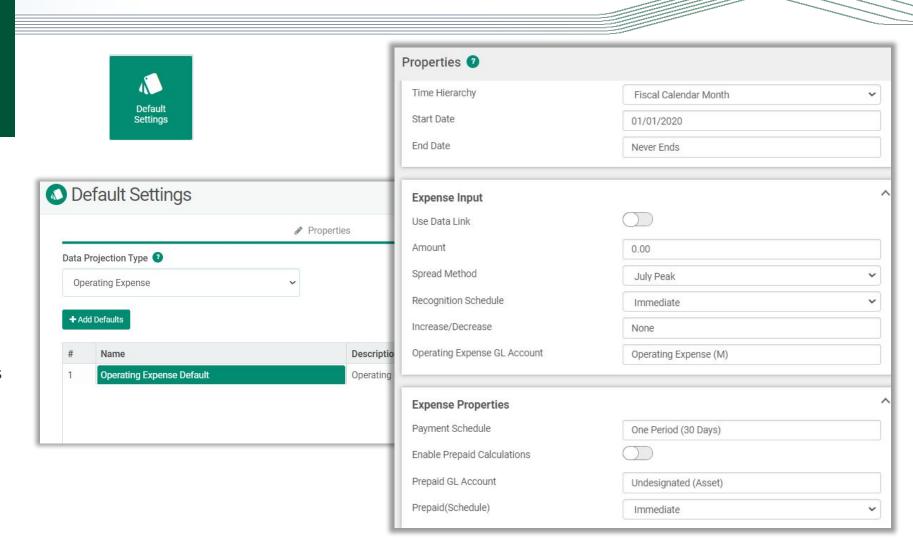
#### **Tiered Rates**

- A schedule for handling multiple rates with tiered levels of data
- Tiered rates can be added to the database if a budget line requires tiered calculations or volume rates
- Tiered rates are used and attached via a Datalink line



# Default Settings

- The Default settings allow the users to set the "defaults" per module (Operating Expense, Revenue, Personnel, and Adjustments)
  - Descriptions
  - Start dates for the system
  - Statistical accounts
  - Payment/Receivable methods
  - GL accounts
- Once set, when adding a new line through the ⊕ in each module



### Balance Sheet Automation

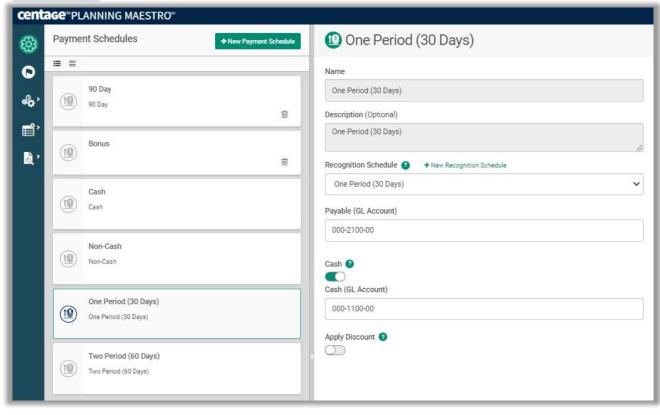
- Payment and Receivable methods:
   An area that builds the business's payable and receivable methods allowing the system to flow into the balance sheet
- Work Pay Cycles: A schedule to drive personnel hours based on days worked, hours worked and pay dates
- Recognition Schedule: A schedule for handling the payment spread for a budgeted line



### Payment Schedules

- An area that houses the business's payment methods allowing the system to flow into the balance sheet
- The balance sheet automation is driven from the Payment Methods
- Using a predefined method or a custom method, the applicable GL accounts need to be assigned to ensure the balance sheet is automated
- Every method needs to have a corresponding recognition schedule that can be created

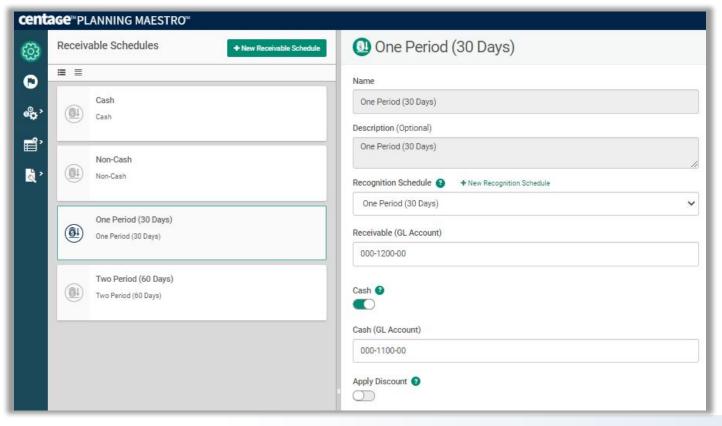




### Receivable Schedules

- An area that houses the business's receivable methods allowing the system to flow into the balance sheet
- The balance sheet automation is driven from the Receivable Methods
- Using a predefined method or a custom method, the applicable GL accounts need to be assigned to ensure the balance sheet is automated
- Every method needs to have a corresponding recognition schedule that can be created

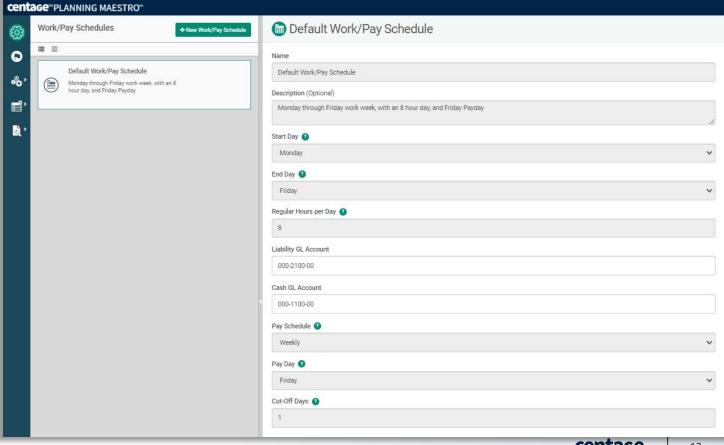




### Work/Pay Schedules

- A schedule to drive personnel hours based on days worked, hours worked and pay dates
- The cycles work based on the days worked (in the month) multiplied by the hours worked per day
- The GL accounts need to be assigned to push the payroll transactions to the balance sheet
- The user will choose the corresponding pay date, the system will calculate the pay dates forward

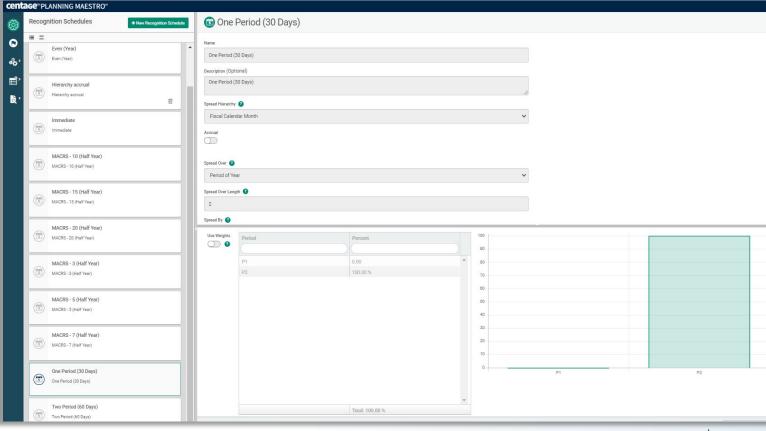




### Recognition Schedules

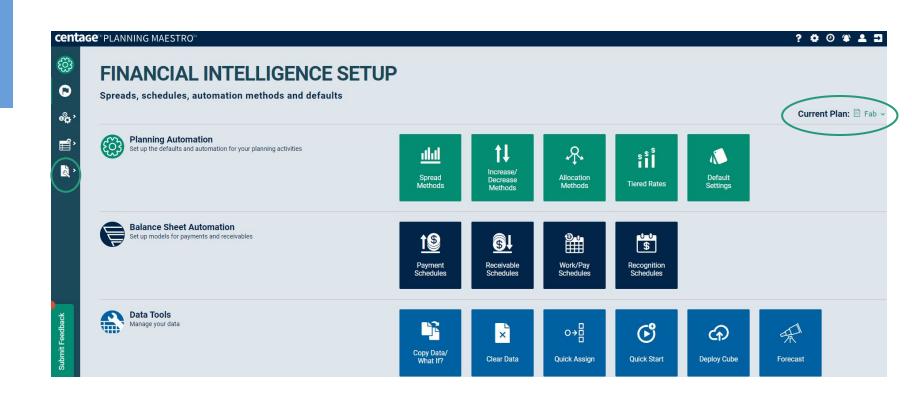
- A schedule for handling the payment/receivable spread for a budgeted line; a schedule is required to be attached to each payment and receivable method
- The system comes preloaded with spread methods
  - Even (spreads yearly amt even)
  - Immediate (occurs same mth)
  - One Period (30 days)
  - Two Period (60 days)
  - MACRS relate to depreciation schedules





#### **Data Tools**

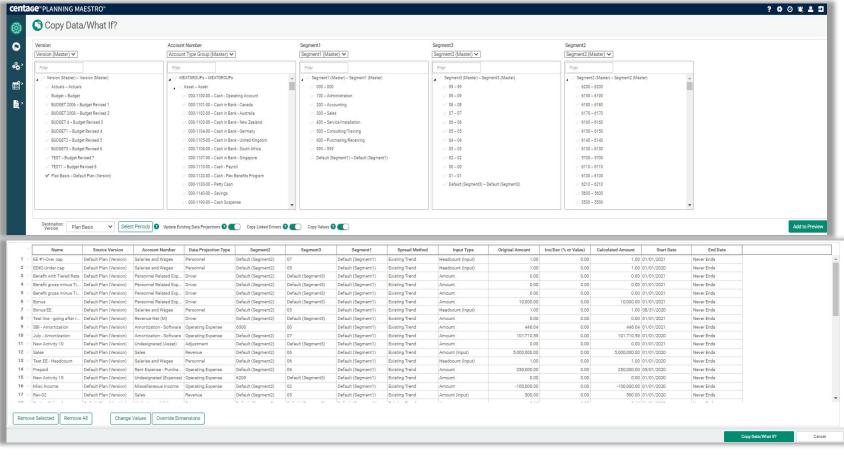
- Copy Data: An area that can copy one version to another, to create additional lines based on criteria entered
- Clear Data: An area that allows for mass clearing of data
- Quick Assign: An area that can assign Related Costs and Related Expenses in mass
- Quick Start: Bulk record create based on another version; not available at this time
- Deploy Cube: Action needed to push the data from Centage to Analytics cube
- Forecast: The ability to create a static version combining actuals and budget version.



### Copy Data/What if?

- An area of the tool that a user can copy one version to another (versioning)
- User must create the new version in the <u>Data Modeler</u> prior to being able to copy into a new version
- Can create additional lines based on criteria entered (increase/decrease)
- Can include or remove lines as needed

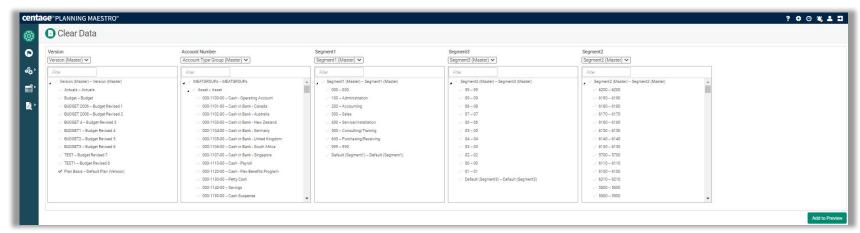


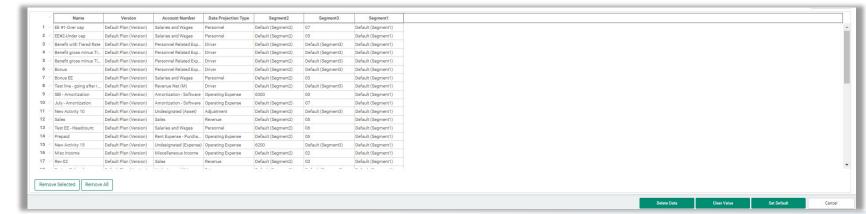


#### **Clear Data**

- An area that allows for mass clearing of data
- User can clear lines in the budget based on the dimensions, i.e., by GL or by Department
- Can delete the lines or clear values as needed





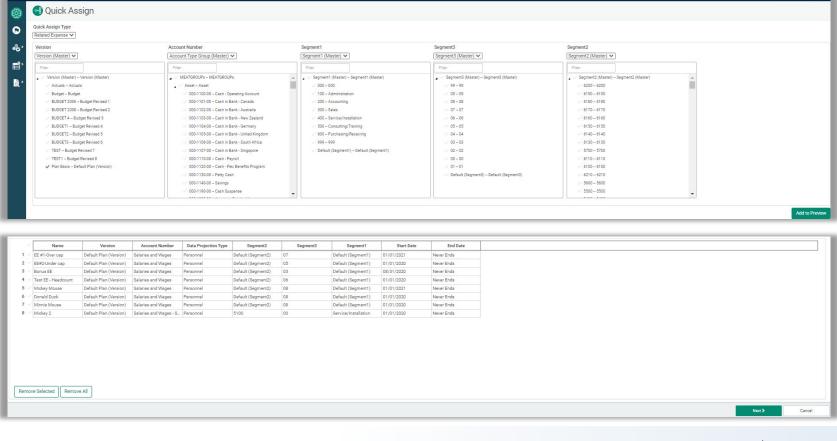


### **Quick Assign**

- Allows the assignment of one or more Related Costs or Related Expenses to one or more Data Records with the click of a button
- User can choose multiple Revenue records for related cost and multiple Personnel records for the related expenses to assign drivers as appropriate



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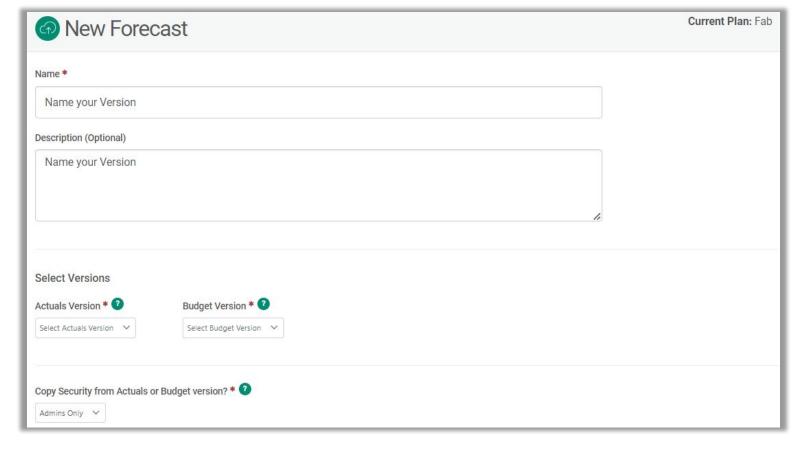


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#### **Forecast**

- Allows a user to create a static combination version for reporting.
- Choose the Actual version from the dropdown [this will be the first version in the combination]
- Choose the Budget version [this will be the second version in the combination]
- Choose the security settings for the version, who can view the Forecast version. Admins Only, follow Actual or follow Budget security.





#### **Deploy Cube**

- Deploy Cube is the area of Centage that deploys the cube, pushing the data from Centage to Analytics cube
- The user can choose to push transaction details (if the plan is deployed with them), security and personnel data to the cube.



